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James Miluski
Director

MEMORANDUM

TO: State Agencies
FROM: OA/Division of Purchasing and Materials Management
DATE: March 1, 2007
RE: SAM II Order Processing Policies

Effective March 1, 2007, the SAM II Order Processing policies were revised as indicated in bold below.

1. All purchases greater than \$3,000 must be processed by using a purchase order except for purchases that qualify for payment under exempt object codes, interagency purchases, **and qualifying purchases made with the state purchasing card**. Refer to the Chart of Accounts for a listing of exempt object codes **and the State of Missouri Purchasing Card Process Manual**.
2. Purchases equal to or less than \$3,000 may be processed with a purchase order at the discretion of the agency.
3. **All price agreement orders may be processed with a PGQ or SC as specified on the Price Agreement Summary (PASM) table. The state purchasing card may be used for all qualifying price agreement purchases.**

It is strongly recommended that PVQs issued for payments of price agreement orders reference the contract number in the description field. An order must be completed via a PGQ or SC document if the agency desires to obtain M/WBE sub-contracting credit. The order is what ties the document to the contract.

4. Purchases for supplies entered into the Inventory system may use a PDQ provided that the price agreement number is entered in the Blanket Number field on the PDQ.
5. All purchase orders must be issued prior to the receipt of goods or services.
6. Certain purchases will require the review and approval of a Resource Manager. Refer to the Resource Manager Approvals Required and the Resource Manager Approval Process procedures.
7. **If Resource Manager approval will apply on a qualifying state purchasing card purchase or a qualifying state purchasing card price agreement purchase, the approval must be**

SAM II Purchase Order Processing Policies

obtained offline. Refer to the Resource Manager Approvals Required and the Resource Manager Approval Process procedures.

8. The SCS and the SC documents may not be used for purchasing any supplies that require the review and approval of a Resource Manager.
9. Purchase orders issued under the authority of the Expenditure Registration System or the Program Grant Authority must be processed with linking off so that an Automatic Payment Voucher (PVA) will not be generated. Refer to Special Payment Voucher (PVS) for more information.

The following SAM II policies and procedures have been updated as a result of these revisions.

SAM II System Introduction C
Accounting Information – Vendor Payment Voucher (P1)
Transaction Listing

Purchasing M
Order Processing Overview and Policies
Purchases Off An Established Price Agreement
Resource Manager Approvals Required
Resource Manager Approval Process